



JOHN CORNYN

United States Senator ~ Texas

Internship Application

Instructions: Please fill out application completely. Type or print clearly. If questions are not applicable, enter NA. Be sure to thoroughly read "Internship Requirements" on page 2.

Name	Last _____ First _____	
School Mailing Address		
Permanent Mailing Address		
E-Mail Address		
Telephone Numbers	School: Permanent: Cell :	
Date of Birth	MM / DD / YEAR :	
School Information	Year: () Freshman () Sophomore () Junior () Senior Major: _____ Minor: _____ Anticipated Date of Graduation : _____ Grade Point Average: _____ out of _____	
Your Internship Choice Place an "X" in the <u>Session</u> and <u>Location</u> for which you are applying. Please be sure to list the <u>Dates You Are Available To Work</u> if you wish to work during the Summer Session.	<p style="text-align: center;"><u>Session*</u></p> <input checked="" type="checkbox"/> () Summer Session <i>Minimum four- week session during the months of June, July and/or August.</i> Summer Dates You Are Available to Work From : _____ To: _____ <input type="checkbox"/> () Fall Session <i>- First week in September to mid-December.</i> <input type="checkbox"/> () Spring Session <i>- Mid-January to the end of May.</i> While semester-long internships are preferred for the Spring and Fall Sessions, our office is flexible and willing to accommodate you if there is a conflict. Please plan on working a minimum of four consecutive weeks during the Summer Session.	<p style="text-align: center;"><u>Location</u></p> <input checked="" type="checkbox"/> () Austin <input type="checkbox"/> () Dallas <input type="checkbox"/> () El Paso <input type="checkbox"/> () Harlingen <input type="checkbox"/> () Houston <input type="checkbox"/> () Lubbock <input type="checkbox"/> () San Antonio <input type="checkbox"/> () Tyler <input type="checkbox"/> () Washington, D.C.

Internship Requirements

- Students must have graduated from high school, completed at least one semester of college classes, or have at least one semester of course work remaining before they obtain their undergraduate degree. Graduate students or post graduates do not qualify for the internship program;
- Interns are expected to work 40 hours per week and dress in business attire. While semester-long internships are preferred for the Spring and Fall Sessions, our office is flexible and willing to accommodate you if there is a conflict. Please plan on working a minimum of four consecutive weeks during the Summer Session.
- All the material listed below must be submitted before an application may be considered:
 - **Completed Application Form**;
 - **Resume** (*please include anticipated date of graduation*)
 - Official copy of **college transcript**;
 - **Essay** on why you wish to serve as an intern for Senator John Cornyn and explain any specific areas of interest you may have. The essay should be typed, 1000 words or less, and double-spaced in 12 point font;
 - **Two letters of recommendation**.
- Students may send their application materials to:

The Honorable John Cornyn	<u>Fax:</u>	<u>Mail:</u>
United States Senator	(202) 228-2856	SRC 5
ATTN: Internship Coordinator		Washington, D.C. 20510
- Please be aware that security measures at the capitol significantly delay mail. If you send your application within two weeks of the deadline, **it is strongly encouraged that you fax your application**.
- You must submit your application by the following deadlines:
 - Summer Session – May 15 (State Offices)
 - Summer Session - April 30 (Washington Office)
 - Fall Session - August 1
 - Spring Session - December 1